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23 MAY 1984

MEMORANDUM FOR: Deputy Director for Administration

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Director of Information Services

SUBJECT: OIS Weekly Report (9-22 May 1984)

This OIS report covers a two-week period due to the running of the OIS annual conference (16-18 May).

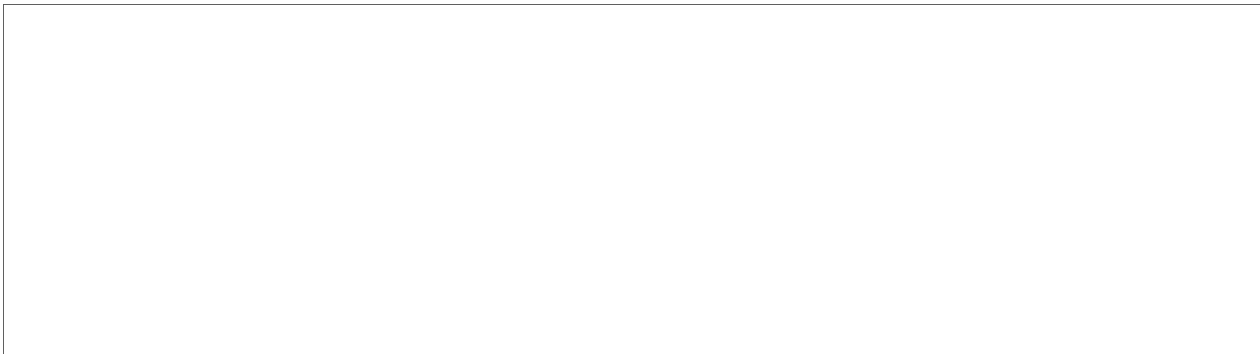
On 22 May 1984, the Records Management Division was designated the Information Resources Management Division (IRMD) to reflect more accurately the duties and functions of this unit in OIS.

A. PROGRESS ON ACTION ITEMS

1. The TRIS development team has completed a draft of the preliminary system design specifications document. This document presents an overview of the design for TRIS and describes the design approach by functional area. It will be presented to the TRIS Users Group for their review and approval at a meeting on 6 June 1984.

2. On 17 May, a representative from IRMD and representatives from the Offices of Central Reference, Communications, and Security accompanied a Department of Defense official on the annual inspection of the Agency's procedures for handling NATO documents. (For previous reporting on this subject, please refer to OIS Weeklies dated 8, 15, and 19 February, and 2 May 1984.) The inspector found all document control and accountability procedures to be in order and recommended only minor procedural changes in filing NATO document certificates of destruction and in reviewing older NATO documents for possible destruction or conversion to microfiche. Follow-up actions will be taken by OCR's Document Service Division on these recommendations.

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3. Chief, IRMD, his representative, and the ODP systems development referent assigned to OIS met with the Associate Records Management Officer for the DO and other members of the DO's Information Management Staff (IMS) to discuss the development of a replacement system for TSCADS and the possible impact of the new system on DO records management practices. The ODP referent explained TRIS design considerations that would limit the number of documents which could be held on line in an active file within a new TSCADS. This limitation would affect the DO's practice of keeping all of its TS collateral documents in an active mode rather than retiring older ones to the Records Center. Although the DO representatives were sympathetic, they prefer to continue their current practice which they feel is simple and prevents documents from being lost. We intend to maintain a dialogue on this issue.

4. The final screening of the 198 cubic feet of OSS records held by NARS has been completed. Agency representatives conducting the screening found a modest amount of material that required protection, mostly foreign government information, and it was marked appropriately. Guidance was also provided for review of OSS records yet to be accessioned. The screening of the remaining OSS records (approximately 2,800 cubic feet) will be done at the Agency Archives and Records Center (AARC).

SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. The D/OIS, DD/OIS and representatives from IRMD and CRD met with Steve Garfinkel, Director of the Information Security Oversight Office (ISOO), and members of his staff to discuss Agency reclassification decisions. Mr. Garfinkel had received a letter from the Senate Historical Office alleging that the Agency had reclassified information already in the public domain. Because of these allegations, Mr. Garfinkel requested a meeting with OIS to determine if the Agency had reclassified any documents and had failed to notify ISOO of this action as required under E.O. 12356. OIS participants indicated that no Agency reclassification actions had occurred but felt that the Historical Office might be referring to an incident in which the Agency had requested open source information to be removed from the transcript of an executive session of the Senate Foreign Relations Committee. (For background on the incident, please refer to OIS Weekly dated 25 January 1984, item A.1.) Based on what he heard, Mr. Garfinkel concluded that no infraction had occurred. He now plans to contact the Senate Historical Office to review the matter and to determine if the Office understands what constitutes a reclassification action. Meanwhile, the Agency is preparing an unclassified letter explaining our actions regarding the incident.

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2. A representative from IRMD visited the OS, OP, and ODP Records Management Officers (RMOs) to discuss plans for updating their vital records schedules. OS and OP plan to begin working on the updates in June. The ODP RMO is setting up a meeting with key ODP managers to discuss their vital records; the IRMD referent will attend the meeting.

3. D/OIS, DD/OIS, Chief, IRMD, and several IRMD representatives visited the Washington National Records Center in Suitland, Maryland. Ferris Stovel, the Director of the Center, gave an informative briefing on its activities. The Chief of its Accession and Disposal Branch provided a walking tour of the Center and explained its procedures for accessioning, servicing, and destroying records.

4. A representative of IRMD prepared for D/OIS' signature a report to IS00 on the number of unauthorized disclosures that the Agency had reported to the Department of Justice for investigation during the period 1 October 1983 through 31 March 1984. This report was in accordance with the procedures recently agreed to by the Director, DCI Security Committee and the Director, IS00.

5. The OCR RMO visited the AARC on 9 May and authorized the destruction of all but two copies of each NIS (National Intelligence Survey). This action will result in a substantial reduction in the NIS collection stored there.

7. In its continuing effort to provide research assistance to Agency components, the Regulations Control Division responded to a request for the date that the DCI Grievance Board was established (21 December 1978).

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SCHEDULED EVENTS

25X1 1. Representatives from IRMD met with the OTE ADP Control Officer
25X1 and discussed the status of some outstanding items on the OTE ADP records
control schedule. Several of OTE's inactive ADP systems will not require
scheduling since they were never formally implemented. One inactive
system and other possible active systems [redacted] will require further
investigation. A follow-up meeting is scheduled to determine if it will
be necessary to [redacted] to review these systems.

25X1 2. The Archivist and Records Officer for the National Security
Agency and several members of his staff visited OIS on 23 May to be
briefed on the Agency's records management program. They met initially
with D/OIS and IRMD personnel and then traveled to the AARC for a
briefing and tour of the facility.

Attachments:
As stated

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